

Van Dyke 8 Mile Gateway
Contractual Work

Type of Work: Communications Facilitation

- Responsible for updating and maintaining web site; making web site improvements including inclusion of links, information and photos.
- Develop and maintain an email list that includes local businesses, collaborative members, community groups, churches, schools and government/civic entities.
- Develop and implement newsletters that will be developed electronically and in printed form
- Responsible for email blasts focusing on special events and opportunities
- Responsible for the development and implementation of press releases and other communications as determined by the steering committee
- Regularly gather information and photos from other contractors as determined by the steering committee
- Responsible for taking before and after photos of façade improvements and other photos of V8 activities for inclusion in newsletters and on website
- Provide regular reports and outcomes as determined by the steering committee

Contract will not exceed 260 hours annually (generally at 5 hours per week). Contract total will not exceed \$7800 or \$30 per hour

Send resumes to: psri@comcast.net
Deadline: October 10, 2008
Starting Date: Late October, 2008

Type of Work: Façade Improvement Program Oversight

- Responsible for recruitment of businesses for participation in faced programs managed by V8 partners
- Will assist businesses by providing support through the entire process, including assistance with paperwork and insuring all paperwork is forwarded to appropriate V8 partner
- Will provide businesses a list of architectural firms that has been compiled by V8
- Will verify that work is complete and inspections done and assist businesses in paperwork required to receive reimbursement
- Will inform individual holding Communications contract when work is to begin and is completed for photos of facades
- Provide regular reports and outcomes as determined by the steering committee

Contract will not exceed 416 hours (generally 8 hours weekly). Contract will not exceed \$12,480 or \$30 per hour

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Type of Work: Business to Business Program Oversight

- Responsible for working with existing business and district associations to insure businesses understand the benefits of involvement with association
- Increase membership in the business association
- Recruit leadership for business association
- Work with business association to coordinate member-driven initiatives to increase customer traffic along the corridor
- Will work to insure that businesses are well informed and participate in business events and activities

- Coordinate meetings of the business association
- Will represent the V8 Gateway Collaborative at Gateway and Greenway planning meetings
- Will facilitate a V8 Gateway Cleanup and engage businesses and other partners
- Provide regular reports and outcomes as determined by the steering committee
- Develop inventory of vacant buildings to include information about occupancy potential
- Distribute existing business directory; determine if a second printing is warranted and work with communication contractor to develop future additions

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